

# **Yosemite National Park**



## **Volunteers in Parks Handbook 2012**

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## WELCOME TO YOSEMITE!

We are excited that you are joining the team at Yosemite and are appreciative of the service you are donating to the Park! This handbook is intended to introduce you to the National Park Service, Yosemite National Park and the Volunteer Program as well as to provide you with some of the “behind the scenes” information that might not be available through other sources. With that in mind, this can be considered an addendum to the information found on the Yosemite National Park website: [www.nps.gov/yose](http://www.nps.gov/yose) and in the Yosemite Guide and the Yosemite Park Map, both of which can be obtained at the Park Entrance Stations or Visitor Center and are also downloadable via the website.

As part of the National Park System, Yosemite contains many resources that serve many interests. Within the park’s boundaries are historical, geological, archeological, and natural sites that invite pondering and/or exploration. Recreational opportunities include backpacking, hiking, world-class climbing, fishing, camping, river running and kayaking, along with cross-country, telemark and downhill skiing, snowboarding and snow-shoeing (during the winter season). We are quite certain that you will not run out of things to do and enjoy!

The park’s free *Yosemite Guide* is a helpful resource describing the park, as well as useful information for folks new to the area. Additionally, you are encouraged to visit the park’s web site at [www.nps.gov/yose](http://www.nps.gov/yose) for more park-specific information. There are many communities outside the park, where you will find additional businesses ready to meet your needs, from auto repair facilities, clothing stores, dry cleaners, theaters, recreation, specialty restaurants, and more. For specific area information, see [www.yosemite.com](http://www.yosemite.com).

## WHEN YOU ARRIVE

By now your supervisor should have coordinated your arrival date with you and arranged your first scheduled workday. If this has not yet occurred, contact your supervisor as soon as possible.

If you have been assigned National Park Service housing, you must stop by the Park Housing Office located in El Portal. At the Housing Office you will sign your Housing Agreement, as well as the General Terms and Conditions form. An inspection of the housing unit will be required of the tenant and a National Park Service representative to assess the general condition of the quarters, to get you acquainted with your new home, and to issue keys. If you have been assigned a campsite, please check with your volunteer supervisor so you know which campsite you are assigned.



## **INTRODUCTION**

Throughout the history of the national parks, volunteers have carried on a proud tradition. From the establishment of the first national park, Yellowstone, in 1872, to the establishment of the National Park Service itself, in 1916, and continuing on today, private citizens have played a vital role in the development of the national park system. The primary purpose of the Volunteers in Parks (VIP) program is to provide a vehicle through which the NPS can accept and utilize voluntary help in such a way that is beneficial to the NPS and the volunteer.

## **NPS MISSION**

"...to promote and regulate the use of the...national parks...which purpose is to conserve the scenery and the natural and historic objects and the wild life therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations."

## PURPOSE AND SIGNIFICANCE OF THE PARK

The purpose of the park has been largely articulated by a series of legislative actions. On June 30, 1864, Yosemite Valley and the Mariposa Grove of Giant Sequoias were granted to the State of California to... *“be held for public use, resort, and recreation”* to be... *“Inalienable for all time.”*

On October 1, 1890, Congress established Yosemite National Park as a *“forest reservation”* to preserve and protect *“from injury all timber, mineral deposits, natural curiosities, or wonders”* within the park area, and to retain them in their *“natural condition.”* The Act specifically excluded Yosemite Valley and the Mariposa Giant Sequoia Grove, leaving them under the jurisdiction of the State of California as provided for in the Act of 1864. A Joint Resolution of Congress on June 11, 1906, placed Yosemite Valley and the Mariposa Grove within the park.

Although promotion of visitor use was not specified in the Act of 1890, Yosemite National Park as a unit of the National Park System is administered according to the Act of 1916, namely to *“conserve the scenery and the natural and historic objects and the wild life therein and to provide for the enjoyment of the same in such a manner and by such means as will leave them unimpaired for the enjoyment of future generations.”*

### **The purposes of the park are:**

- to preserve the natural scenic wonders for the public to enjoy;
- to protect and perpetuate all the natural resources and processes within the park (geologic, aquatic, flora and fauna) in their natural state;
- to conserve the cultural resources, both historic and prehistoric;
- to preserve the wilderness aspect and character of that portion of the park designated as wilderness;
- to provide for visitor use, enjoyment and recreation in the area while leaving the resources unimpaired for future generations.

### **Yosemite National Park is important from several aspects:**

Yosemite National Park has become world famous for its combination of high peaks, sheer granite cliffs, massive granite domes and monoliths, magnificent waterfalls, hundreds of lakes, clear streams and views, open meadows, world famous giant sequoia trees, and varied plants and wildlife. The Park is an icon of American history for many reasons, including:

- Yosemite Valley and the Mariposa Grove of Giant Sequoias were the first scenic natural areas to be set aside by a national government for public benefit and appreciation.
- Yosemite became the third national park on October 1, 1890.
- The foundation of the Sierra Club and the “conservation movement” that this organization represents are part of the park’s rich legacy.
- The giant sequoias are the largest living things on earth. The Grizzly Giant, located in Yosemite’s Mariposa Grove of Giant Sequoias, is one of the largest trees in the world, by volume.
- Yosemite Falls is the world’s fifth tallest waterfall.

- El Capitan is the largest exposed monolith of granite in the world, Half Dome being the second and Mount Watkins the third – all in Yosemite. Half Dome itself has become a scenic icon recognized around the world.
- The park contains over 1,500 species of plants including 26 locally rare, 18 rare, and one candidate threatened or endangered species.
- Yosemite's wildlife includes endangered and threatened birds (peregrine falcon and bald eagle) and the great gray owl, which is an endangered species in California. The Park is also home to the endangered Sierra Nevada bighorn sheep, and the wolverine and the Sierra Nevada red fox are threatened populations in the state.
- It has been estimated that people have lived in this region for at least the past 8,000 years, and the known prehistoric trade routes through the area are among the most significant found in the Sierra Nevada.

## HOW TO LIVE IN YOSEMITE

Living in a National Park is an incredible experience and a privilege. The following principles and practices depend more on attitude and awareness although they are enforced as rules and regulations. Please respect and appreciate Yosemite's wild places and their inhabitants by doing the following:

- Store food properly to prevent bears from obtaining unnatural food.
- Do not feed wildlife (including birds) or disturb wildlife by approaching too closely.
- Avoid damaging live trees and plants; do not pick wildflowers.
- Do not plant or seed non-native plants in Yosemite. Resources Management and Science is actively trying to control or eradicate non-native invasive plant species from Yosemite; vegetables and fruit-bearing plants would encourage bad bear behavior.
- Minimize use and impact from fires.
- Do not bring firewood from outside the area into the park. This is to protect Yosemite from pathogens, such as Sudden Oak Death, and from the introduction of insect infestations.
- Leave natural objects and cultural artifacts for others to enjoy.
- Drive the speed limit to reduce the chances of hitting wildlife.
- Use Leave No Trace ethics.
- Please recycle

## BEARS

The history of interactions between humans and black bears in Yosemite is a long one, marked by some periods that we now look upon as shameful. Early in the Park's history, little was done to keep bears from becoming conditioned to human food. Garbage was readily available in developed areas, and not much was done to discourage visitors from feeding bears. NPS



maintained several “bear pits” in the park where bears were fed garbage in an attempt to keep them out of park campgrounds and lodging areas, and to provide visitor entertainment. Human injuries were common, and many bears were killed in the name of public safety.

Thankfully, times have changed, and the emphasis is now on managing the behavior of humans to improve the behavior of bears. All outdoor garbage cans and dumpsters are bear-resistant. All campsites, parking lots, and major trailheads are equipped with bear-proof food lockers that allow visitors to remove food from their vehicles and store it safely. In recent years, increased staffing has enabled more patrols to detect and correct food storage problems and to provide visitor education. All park employees and volunteers -NPS, DNC, and other park partners—have accepted larger roles in protecting bears, with diligence in emptying trash cans, dispensing information to visitors, and enforcing food storage regulations. As a result, human-bear incidents and property damage have been reduced by 81% since 1998. There are a number of things that you must do to assist in protecting bears:

- Store all “food” in your home or in a bear-proof container.
- Keep windows and doors closed when you are gone.
- Check your vehicle to make sure there is no food or trash inside.
- Dispose of your trash, food scraps, and recycling in a bear-proof receptacle.
- Inspire others to keep a clean park.
- Use the Save-a-Bear hotline (209-372-0322) to report overflowing trash containers, improperly stored food, bear sightings, or other information about bears.

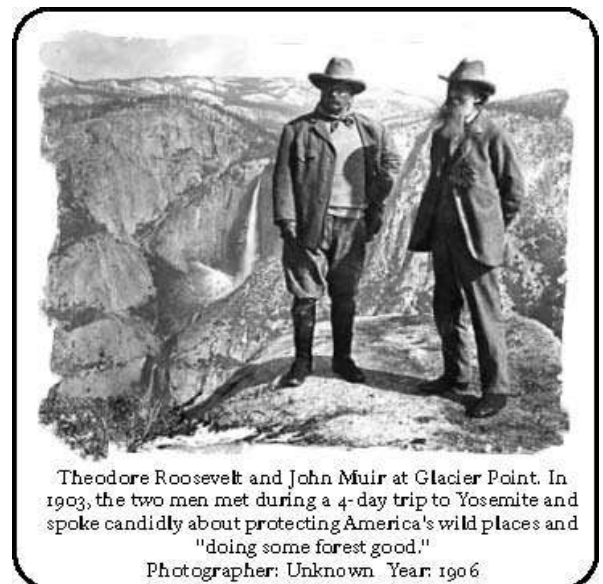
## THE ORGANIZATIONAL STRUCTURE OF YOSEMITE

### ***OFFICE OF THE SUPERINTENDENT***

The Office of the Superintendent is the executive office of the Park and includes the Superintendent, the Chief of Staff, Public and Legislative Affairs, parkwide Safety Program, Hetch Hetchy Program Management, and the executive office staff. The Superintendent’s Office and the Park Leadership Team are responsible for overall park leadership; internal management directives and strategic direction; relationships with park cooperating associations and other partnerships; and relationships with a wide range of constituents such as Native American tribal governments, gateway communities, state and local governments, other government agencies, Congress and the Senate.

### ***Safety, Health and Environmental Office***

The Safety Office provides training, guidance, advice and best practices to ensure park compliance with all appropriate laws, regulations, and policies for employee safety and health. Its primary goal is to minimize the number of accidents and injuries. This office also houses a Public Health Service (PHS) representative who conducts inspections of food and grocery facilities in the park, and serves as a consultant on water-borne, zoonotic, and vector-borne diseases and their transmission.



### ***The Office of Public and Legislative Affairs***

The Office of Public & Legislative Affairs is responsible for responding to all press inquiries regarding Yosemite National Park from representatives of local, regional, national and international print and broadcast media outlets. The staff serves as the park spokespeople and conducts interviews on park policy, planning efforts, park conditions, fires, floods, wildlife issues, and other events happening in the park. The office issues news releases and media advisories to the working press. It also provides public affairs counsel to the Superintendent and other members of the Park Management Team. Other duties include working with elected officials and their staffs on pending and current legislation and other legislative issues affecting the park and the National Park Service. They also work closely with the Regional and Washington Offices of Legislative Affairs. The office regularly hosts international delegations interested in Yosemite National Park management and other VIPs visiting the park. They also produce special events which include visiting dignitary announcements, completed projects, naturalization ceremonies, and work completed by the Yosemite Conservancy.

### ***Hetch Hetchy***

In 1913, President Woodrow Wilson signed the Raker Act into law, permitting the building of the O'Shaughnessy Dam, and flooding the Hetch Hetchy Valley within the confines of Yosemite National Park. So began the relationship between Yosemite National Park and the City and County of San Francisco. Yosemite National Park, in partnership with the City of San Francisco, works to preserve and protect the Tuolumne River and Eleanor Creek watersheds. Under the auspices of Five-Year Agreements, the City of San Francisco provides funding for the park to maintain these pristine watersheds through a variety of operational projects, environmental studies, and visitor education efforts.

## ***DIVISION OF PROJECT MANAGEMENT***

The Division of Project Management is responsible for environmental planning and compliance and the design and construction of projects in excess of \$500,000. This office was established following the 1997 flood as a term (four-year) organization responsible for repair and rehabilitation of Yosemite's flood-damaged facilities, and was originally known as the Office of Flood Recovery. While recovery was underway, the park's design and construction project workload increased significantly through various fund sources. To avoid excessive collateral duties for other Divisions, and to provide consistent and efficient project management procedures, accountability for these projects was consolidated into what is now the Division of Project Management. The Division is comprised of three Branches.

- Branch of Environmental Planning and Compliance
- Branch of Project and Design Management
- Branch of Construction Management (CM)

## ***DIVISION OF ADMINISTRATIVE SERVICES***

The Division of Administration enables all Park employees to preserve and protect the natural and cultural resources of Yosemite National Park through collaborative and professional relationships, by providing guidance, expertise, and tools needed to fulfill responsibilities efficiently and ethically. The Division of Administration consists of six branches.

- Budget and Finance Branch
- Housing Management Branch

- Human Resources Branch (HR)
- Information Technology Branch (IT)
- Contracting and Procurement Branch
- Supply and Property Management Branch (SPMB)

## ***DIVISION OF BUSINESS AND REVENUE MANAGEMENT***

The Division of Business and Revenue Management combines the functions of concessions management, fee revenue management, and authorizing special park uses.

- Concessions Management
- Revenue and Fee Management
- Special Programs

## ***DIVISION OF FACILITIES MANAGEMENT***

Yosemite's Division of Facilities Management is responsible for the operation and maintenance of roads, trails, buildings, housing units, and utility systems. The division is also responsible for managing and maintaining the park's vehicle and equipment fleets. Beyond the routine operation and maintenance functions, engineering support, facilities inventories, energy use monitoring, mapping, surveying, and historic preservation are also Facilities Management Division responsibilities.

- Buildings and Grounds Branch
- Utilities Branch
- Design and Engineering Branch
- Roads and Trails Branch

## ***DIVISION OF INTERPRETATION***

Interpretation is the communication path that connects visitors with resources. Good interpretation is a bridge leading people into new and fascinating worlds, inspiring new understanding, new insights, new enthusiasm, and new interests. Within the national parks, interpretation assists people in making connections to the land and our American heritage. In fact, interpretation facilitates vital components of the NPS mission—enjoyment, education, and inspiration. But interpretation involves much more than merely informing or educating visitors about a park site. It also serves as a catalyst for inspiring visitors to gain a greater understanding of themselves and the world through their national park experience.

In Yosemite, the Division of Interpretation and Education primarily involves visitor orientation, guided walks and talks, curriculum-based education, informal interactions along trails, dramatic presentations, cultural demonstrations, off-site talks to gateway communities, as well as museum collections, exhibits, publications, signs, films, website, and use of emerging technology. The Division is made up of five branches.

- Education
- Field Operations
- Interpretive Services
- Museum
- Public Outreach and Engagement
- Volunteer Program

## ***DIVISION OF RESOURCE MANAGEMENT AND SCIENCE***

The Division of Resources Management and Science (RMS) provide natural, cultural and social science program leadership for Yosemite National Park. While each division plays an important role in protecting the park's natural and cultural resources, it is the Division of Resources Management and Science that provides the understanding, technical support and scientific expertise to sustain the resources in a healthy, unimpaired condition for the benefit of present and future generations. RMS personnel accomplish these goals by developing the framework for science-based decision making that aids in identifying issues and research needs, and mitigating threats that endanger animals, plants, air, water, soil, historic landscapes, historic structures, archeology and ethnographic resources. In addition RMS views its outreach role as critical in linking the public with park resources through science, and researcher with research needs.



- Office of the Division Chief
- Branch of History, Architecture and Landscapes
- Branch of Vegetation and Ecological Restoration
- Branch of Anthropology and Archeology
- Branch of Physical Sciences and Landscape Ecology
- Branch of Wildlife Management
- Branch of Visitor Use and Social Sciences

## ***DIVISION OF VISITOR AND RESOURCE PROTECTION***

This Division manages the Park's law enforcement, jail and paralegal services, resources education and stewardship, communications, dispatch, and fire and fire prevention. The Division also provides Critical Incident Stress programs, not only to Yosemite but nationwide. The Protection Division is divided into four branches.

- Wilderness Branch
- Field Operations/Law Enforcement Branch
- Communications Branch
- Fire and Aviation Management Branch

...To secure for the American people of present and future generations the benefits of an enduring resource of wilderness.

...A wilderness...is hereby recognized as an area where the earth and its community of life are untrammelled by man, where man himself is a visitor who does not remain.

The Wilderness Act, 1964

## ***PARK PARTNERS***

The National Park Service cooperates with partners to extend the benefits of natural and cultural resource conservation and outdoor recreation throughout the United States and the world. An important avenue for achieving the National Park Service mission and interpretation within Yosemite National Park depends on productive partnerships between the National Park Service and Yosemite's park partner organizations. These include:

**Nature Bridge** (previously known as Yosemite Institute) is a nonprofit organization that provides experiential field science programs for children and adults. Programs strive to inspire a personal connection to the natural world and responsible actions to sustain it. Nature Bridge provides one-day to week-long residential programs, primarily housing its participants in concessioner facilities in Yosemite Valley and at the Nature Bridge campus at Crane Flat (near the Tuolumne Grove).

**The Yosemite Conservancy** recently formed when the Yosemite Association and the Yosemite Fund merged into one organization. The new Conservancy is dedicated to the support of Yosemite National Park through visitor services, publications, and membership activities. It is authorized by NPS to solicit contributions for projects and programs to enhance the visitor experience and to protect, preserve, and restore Yosemite National Park. YC staff and volunteers assist Yosemite's interpretive efforts at throughout the Park, and YC operates the Yosemite Outdoor Adventures program, offering the public courses on a wide range of topics such as natural history, birding, photography, botany, painting, literature, and backpacking.

**Delaware North Companies (DNC) Parks & Resorts at Yosemite** serves as the park's primary concessioner, providing lodging, food, guest recreation, interpretation, and retail services throughout Yosemite National Park. DNC offers guided bus and tram tours, interpretive walks and demonstrations, programs for children and families, evening programs, photo walks, and guided hiking and climbing excursions.

**The Ansel Adams Gallery** cultivates an aesthetic appreciation and concern for the natural world by offering visitors a unique variety of books, handcrafts, fine arts, and access to the collection of Ansel Adams' original photographs. The Gallery also leads photography walks and workshops in the field, as well as provides visitors with tours of its fine print room.

**The Sierra Club** operates the LeConte Memorial Lodge, providing a library, children's corner, exhibits, and guided interpretive walks and evening programs. The Sierra Club also operates the Parsons Memorial Lodge in Tuolumne Meadows which is where John Muir and Robert Underwood Johnson conceived the idea of establishing Yosemite National Park. During the summer, the Lodge is host to special weekend interpretive presentations.

## **VOLUNTEER PROGRAM OPERATIONS**

### ***Who Can Volunteer?***

Almost anyone can be a volunteer in the National Park Service Volunteer in Parks (VIP) Program. **A VIP is anyone who performs work for the National Park Service for which he or she receives no pay from the NPS, (reimbursement for out-of-pocket expense is not considered pay).**

It does not matter if the person is receiving pay, work credit, academic credit, or other types of compensation from sources outside the NPS; if the NPS is not paying that person for the work he or she is doing, he or she can be considered a VIP. Off duty NPS employees can be VIPs as long as they're volunteering in a capacity other than their paid duties. So can family members of NPS

employees, student interns, and individuals from the private sector whose employer is donating their services to the NPS while still keeping them on their payroll (for example, Eastman Kodak personnel giving evening programs on photography). Legal aliens may serve as VIPs. Foreign nationals may serve as VIPs as long as they have a J-1 visa allowing them to volunteer in the U.S. Children under the age of 18 years may be VIPs provided they have the written consent of their parent or guardian. Individuals convicted of minor crimes who are participating in court approved probation without sentencing, work release, or alternative sentencing programs can serve at the discretion of the Park Superintendent. However, **no person who has been convicted of any violent crime, crime against persons, or crime involving use of a weapon shall be utilized in the NPS Volunteer in Parks program in any manner whatsoever.**

Volunteers are recruited and accepted from the public without regard to race, creed, religion, sexual orientation, age, sex, color, national origin or Office of Personnel Management classification laws, rules and regulations. But, they must be physically able to perform the work they volunteer to do. The Superintendent of the park may request that the volunteer complete a standard Form 256 (self-identification of medical disability) or obtain a medical examination at government expense, if there is a question regarding the volunteer's ability to perform the assigned duties.

### ***Employees and Family Members as VIPs***

An NPS employee can serve as a VIP within the NPS as long as the duties he or she performs as a volunteer are not the same type of duties for which he or she is paid. For example, a secretary in the superintendent's office can volunteer to give an interpretive program in the park on his or her own time as a VIP, but cannot volunteer to do secretarial work for the chief ranger as a VIP.

Family members and relatives of NPS employees may serve as VIPs as long as the service representative signing the agreement for voluntary services is not an immediate family member. However, if reimbursement is involved, the regional ethics counselor should be consulted before any such agreement is signed. The creation of a conflict of interest could result if a family member of relative of an employee receives financial benefit from the program. Even the appearance of a conflict of interest is a violation of the department's employee conduct regulations and should be avoided.

### ***What Can Volunteers Do?***

Volunteers can work in any and all parts of the park. All levels and types of skills can be used, and almost any type of work can be performed as long as it is work that

- Would not otherwise get done during a particular fiscal year because of funding or personnel limitations;

*or*

- Enables paid employees to accomplish work that would not otherwise get done during a particular fiscal year because of funding or personnel limitations;

*or*

- Does not result in the displacement of any paid employees.

The following additional constraints must be considered when assigning volunteers to work projects:

- A volunteer must never be required to perform any type of work for which he or she is not qualified, has not been adequately trained, does not feel comfortable doing, or does not willingly agree to. These warnings apply especially to medical and law enforcement activities.
- Volunteers who are assigned to operate machinery or equipment (such as chain saws, power shop tools, and specialized equipment or vehicles) first must have demonstrated their proficiency in the operation of that equipment to the satisfaction of the responsible supervisor. All applicable age restrictions relating to the operation of machinery or equipment must be considered.
- Volunteers may assist the visitor protection functions of the park. But, they must not be assigned duties that would place them in a life-threatening situation, even as an observer (for example, serving as backup on road patrol). Volunteers may not issue citations or carry firearms.
- Volunteers working in the parks must observe the same safety precautions and use the same safety equipment as do paid employees. If VIPs are to be placed in a work environment that has occupational hazards, then personal protective equipment must be provided at no cost to the VIP. Failure to provide such equipment significantly increases NPS exposure to potential violation notices of federal health and safety regulations, violates existing labor-management relations agreements, escalates the number of workers' compensation claims, and heightens the potential of tort liability for supervisors' acts of omission.
- Volunteers serving in coordination with a non-profit partner organization must be full members of that organization and be working towards standards and tasks formally established by the administering NPS office.

## ***Volunteer Protection***

Volunteers receive the same protection as NPS employees under the Federal Employees Compensation Act (5 USC, Chapter 81) and the Federal Tort Claims Act (28 USC, 2671-2680) and are considered to be federal employees for those purposes only. These two acts provide the following protection:

- **FEDERAL EMPLOYEES COMPENSATION ACT:** VIPs are entitled to first aid and medical care for on-the-job injuries as well as hospital care when necessary. When travel is necessary to receive medical care, transportation may be furnished and the travel and incidental expenses associated with it may be reimbursable. When death results from an on-the-job injury, burial and funeral expenses, not to exceed \$800, may be paid. In addition, other compensation benefits may be approved by the Office of Workers Compensation Programs on a case-by-case basis.

- A VIP who suffers an on-the-job injury should contact his or her supervisor immediately. The supervisor is responsible for helping the VIP thoroughly document the incident. The supervisor is also responsible for helping the VIP obtain and complete the proper claim forms (if the volunteer desires to file a claim for compensation). The supervisor is responsible for certifying the authenticity of the claim and for submitting the claim to the servicing personnel office for processing. Specific information on this procedure and process, including information on the various forms that are required, can be obtained from the HR Specialist.
- **FEDERAL TORT CLAIMS ACT:** This act provides a means whereby damages may be awarded as a result of claims against the National Park Service for injury or loss of property or personal injury or death caused by the negligent or wrongful act or omission of any employee of the NPS while acting within the scope of his or her office or employment under circumstances where the NPS, if a private person, would be liable for the claimant in accordance with the law of the place where the act or omission occurred. Since VIPs are considered employees for the purpose of this act, they are offered the protection of the Act for personal liability as long as they are within the scope of their assigned responsibilities.

## **VOLUNTEER RIGHTS**

Volunteers have the right to:

1. Receive the same fair personnel practices as paid staff.
2. Have their time used effectively.
3. Receive clear and non-conflicting guidance and direction.
4. Be kept informed of activities pertaining to their volunteer assignments.
5. Not undertake assignments they do not wish to do.
6. Receive appropriate orientation, training and supervision.
7. Be assigned jobs that are worthwhile and challenging.
8. Be made aware of the overall operation of the park.
9. Have opportunities for growth.
10. Be offered a variety of experiences.
11. Receive regular, clear feedback on the quality and effectiveness of their work.
12. Be recognized for their contributions.
13. Have an opportunity to provide input into the volunteer program.
14. Be trusted with the information needed to carry out their jobs effectively.
15. Be assigned a direct supervisor.

## **VOLUNTEER RESPONSIBILITIES**

Volunteers have the responsibility to:

1. Represent the National Park Service in a professional manner.
2. Follow the park's policies and guidelines and understand its organizational structure.
3. Seek and accept the guidance and support needed to complete assignments.
4. Work as a team with paid staff and respect mutual roles.

5. Be reliable in fulfilling assignments.
6. Do a quality, professional job.
7. Respect access to information, facilities and equipment, etc.
8. Learn from and participate in training sessions and meetings.
9. Provide notice of absence.
10. Make a good-faith effort to resolve differences or problems.
11. Care for park resources.
12. Work safely and smartly.

## ***Ethical Behavior***

In the context of your volunteerism with the National Park Service, ethical behavior refers to avoidance of conflicts of interest between public duties and responsibilities and private activities. A few rules of ethical behavior that apply to volunteers include:

Do not use Government property for personal reasons.

Do protect and conserve Federal property and obey all rules and regulations regarding its use.

Do not use Government-owned, leased or rented vehicles for non-official purposes. The mandatory penalty specified for violation is termination.

Do not sell commercial products in a government building, (items approved for sale by government are the exception).

Do not solicit or accept anything of monetary value including gifts, gratuities, favors, entertainment or loans.

## **SEXUAL HARASSMENT POLICY**

It is the policy of Yosemite National Park to adhere to Federal guidelines and Bureau policy relating to sexual harassment. We as Federal employees and volunteers, have a responsibility for maintaining high standards of conduct in the work place; therefore, sexual harassment has no place and will not be tolerated or condoned. Every effort should be made by manager, supervisors, employees and volunteers to ensure that all of us work in an environment free from sexual harassment. Sexual harassment is verbal comments, (i.e. honey, darling, etc.) gestures, and physical contact of a sexual nature that are deliberate or repeated and unsolicited. Sexual harassment is also defined as sexual advances and requests for sexual favors, which are unwelcome. If you feel that you have been sexually harassed, please contact your supervisor.

## **FIREARM POLICY**

Under 43 C.F.R. § 20.511, Departmental volunteers in the course of their official duties are prohibited from possessing firearms on property under control of the Department. Because of the stated purpose of the sponsors of Section 512 to provide uniformity under applicable state law from bureau-to-bureau, the potential liability issues that could result, and the absence of any criminal penalties applicable to this regulation, this Departmental policy continues to apply to all NPS/FWS employees and volunteers

during their official duties. Volunteers who are not on official duty may possess firearms on Departmental lands under the same conditions applicable to members of the general public, according to P.L. 111-24, Section 512. For this purpose, volunteers are considered the same as other employees when engaged in their official activities. If you have any questions about the firearm policy, talk to your supervisor.

## **USE OF A VIP'S PERSONAL EQUIPMENT**

Whenever possible, volunteers should use government-owned equipment and property in their work, rather than using their own personal property. However, if a volunteer does use his or her own personal property or equipment for official purposes, and that property is lost, damaged or destroyed in the process, the volunteer may be reimbursed for the loss. Title 16 U.S.C. – 18i (d) deals with the reimbursement to volunteers for personal property that was lost, damaged or destroyed while being used for official purposes for the National Park Service. But, in order to be eligible under this act, the VIP must have been required by an authorized NPS employee (usually the VIP Program Manager) to furnish his or her own personal property for use in the assigned work. A statement to this effect must be included on the VIP Agreement Form (301A) and must specifically identify and describe the personal property involved and state that the volunteer is required to provide and use this particular equipment as part of his or her official duties.

**For these reasons, it is imperative that VIPs be properly signed up and operate under written job descriptions that contain specific information on the type of work they are assigned to do. This is necessary in case questions arise about whether a VIP was acting within his or her assigned responsibilities. Volunteers should have access to their position description (PD) and can ask their supervisor for a copy of it at any time. Their PD should be reviewed and must reflect all aspects of the work that you are assigned to do. If your PD does not include some assigned duties, check with your supervisor so that it may be updated.**

## **VOLUNTEER AGREEMENT FORM 301A**

The single most important document that a volunteer must complete is the Volunteer Agreement. Without a Volunteer Agreement, a volunteer will NOT be covered for any of the protections previously discussed. The volunteer must sign a separate agreement for each different volunteer position. Thus, a volunteer may have more than one Volunteer Agreement in effect during a given year. An example of this would be a volunteer who works 4 days a week in the Visitor Center and decides to work for one evening on the Bear Crew, (in this case, two volunteer agreements would need to be on file).

## **TIMESHEETS**

It is important that VIPs keep track of their hours. The volunteer office keeps track of volunteer hours in order to give recognition for the number of hours a volunteer has contributed and also to give

accurate yearly totals for the NPS volunteer budget appropriations. Timesheets are available from the VIP supervisor or from the volunteer office (see attached). Once completed, timesheets may be faxed or interoffice mailed to the volunteer office. OR, the volunteer supervisor can email total hours worked each month to the volunteer program office. If a volunteer is being reimbursed, they must complete a timesheet for each month worked. If a volunteer is not being reimbursed, it is up to the supervisor to decide how hours should be tracked. Please check with your supervisor about tracking your hours.

## **PER DIEM AND REIMBURSEMENTS**

Yosemite National Park's Management Team has established a park-wide volunteer reimbursement Standard Operating Procedures document. In Yosemite, volunteers are eligible for reimbursements for meals, travel, and other incidental expenses, however this is not typical. If you are interested in learning more about volunteer reimbursements, please contact your supervisor or the volunteer office staff. There are important forms that are required for getting reimbursement including a Direct Deposit Form and a Request for Reimbursement Form.

## **VOLUNTEER STANDARD OPERATING PROCEDURES (SOPs) AND POLICIES**

Volunteer Standard Operating Procedures (SOPs) have been established through Yosemite's Volunteer Leadership Team (VoLT) and approved by the Superintendent. SOPs detail specific volunteer policies and are available for volunteers, interns and staff. The following SOPs and Policies are available in the Volunteer Office, on the U-drive or on Sharepoint:

- VIP Travel
- VIP Uniform
- VIP Recognition Plan
- Yellow Pines Volunteer Campground SOP
- Superintendent's Order on Volunteer Reimbursement
- Policy on Electronic Funds Transfer
- Seasonals as VIPs Pacific West Region Policy

## **VOLUNTEER UNIFORM**

The first park rangers were cavalrymen who patrolled the parks. They were easily identified by early visitors by their military uniforms. The uniform has been a part of the National Park Service since the early years and visitors today can still quickly recognize a ranger by the uniform. Volunteers who will be in contact with the public are required to wear a volunteer uniform. Volunteers should not wear any part of the NPS uniform or be dressed in a manner that attempts to duplicate its appearance, however volunteers should be dressed professionally and in a manner that makes them easily distinguished as a volunteer.

The volunteer uniform consists of:

- (1) Tan shirt with volunteer patch – long or short sleeve shirts are available for free through the Volunteer office or from your Divisional Volunteer Coordinator.

- (2) Brown, khaki, black or charcoal gray pants. Charcoal gray pants can be purchased at the Yosemite Warehouse by the VIP supervisor. Brown, khaki or black pants may be purchased by the volunteer. The VIP may be reimbursed up to \$50.00 for uniform pants purchased, (receipts required).
- (3) Nametag – nametags are provided by supervisors and should always be worn with uniforms.
- (4) Ball cap (optional) – tan VIP ball caps are available through the VIP Office or your Division's Volunteer Coordinator.
- (5) Three-season jacket (optional) – tan jackets with nylon exterior and fleece lining may be checked out through the VIP Office or your Division's Volunteer Coordinator.
- (6) 3-in-1 winter jacket (optional) – black jackets with a Gore-Tex shell and zip-out fleece are available for VIPs working in the winter or in locations that are cold during the summertime. These jackets may be checked out with your supervisor or with the VIP office.
- (7) Knit hat (optional) – black knit hats are available for volunteers working in the winter or in the locations that are cold during the summertime. These may be checked out with your supervisor or with the volunteer office.
- (8) Footwear - closed toed shoes must be worn and depending on the position, hiking boots are more appropriate.

## **ORIENTATION AND TRAINING**

Volunteer orientation and training is the responsibility of the individual supervisor. However, the volunteer is responsible for letting their supervisor know what training they feel that they need in order to be successful in their position. Volunteers will be trained on specific job duties as well and provided with general orientation to Yosemite. For volunteers serving during the summer months, they are invited to attend the orientation for seasonal employees, given at the beginning of every summer season. Check with your supervisor to see when the next seasonal orientation training is. If at any time, a VIP is doing a position that they feel inadequately trained on, they are encouraged to contact their volunteer supervisor or the Volunteer Program Office.

## **HOUSING**

Full-time volunteers may receive free housing in the form of an apartment, house, trailer pad or campsite. Houses and apartments are furnished, but do not include sheets or towels. Due to a shortage of housing at the park, houses or apartments are usually shared. There are cases in which housing cannot be provided due to lack of funds or lack of availability – it will be the potential volunteer's decision as to whether or not to take the position if there is no housing available. Each supervisor must

arrange housing for his or her own volunteers and all issues concerning housing are handled by the supervisor.

**Government housing requirement.** As a temporary/seasonal employee or as a Volunteer-in-Park, employees must work a minimum of 32 hours weekly (64 hours biweekly) to retain government housing.

**Overnight guests are not allowed.** Units are to house assigned employees only.

**Quiet hours** are from 10 p.m. to 7 a.m. Always keep in mind that you may be rooming with a day sleeper. Loud music, conversations, outdoor games and noise in general are to be curtailed by 10 p.m.

**Smoking.** In order to promote a safer environment and to prevent smoke damage to government property, smoking is **not** permitted in government housing. Smoking is **not** permitted within 25 feet from the building.

**Pets** are not permitted in any temporary/seasonal housing unit per the “Yosemite Pet Policy.”

**Satellite dishes and slack lines** are not permitted in seasonal housing.

**Housing forms / check-in.** Occupants must sign a Form 10-380, Housing Assignment Agreement, and complete a Housing Inspection Form with an NPS representative at the time of occupancy. If lead paint is present in the assigned unit, a Lead-Based Paint Disclosure Form must also be signed and on file in the Housing Office.

**Vacate of housing / check-out.** Persons must vacate housing within two (2) days of the end of their appointment or termination date. Please notify the Housing Office 10 days in advance to schedule your check-out inspection of your assigned housing unit. See “Exhibit D” for details on moving out.

**Government property.** Occupants are accountable for keys, furniture, and other property assigned to each unit. All furnishings, appliances and utensils must remain in the unit. Do not remove or loan out. A bill will be issued for lost keys, damage to the unit, or other government property.

**Service calls.** Occupants should promptly report service calls to the Facilities Management Customer Service Center. For after-hour emergencies, please contact Park Dispatch.

Facility Management Customer Service Center	209-379-1058
Park Dispatch	209-379-1992

<b>Telephone Service and internet</b>	AT&T	(800) 310-2355
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**Television** El Portal Cable TV (Mariposa) (209) 742-7822 OR through a satellite dish provider

**Questions.** Call the Housing Management Office in El Portal at (209) 379-1839 or 379-1879 with any questions and/or assistance.

## **Campground Information**

Some full time volunteers stay in campsites for the duration of their service in the park. In order to receive a free campsite, volunteers must serve a minimum of 32 hours per week (or more, depending on the position). Each campground in the park has different rules. You may get a copy of your specific campground rules from the information kiosk at the entrance to the campground. Remember that as a volunteer, you are a representative of the park so please be courteous and respectful of your neighbors and enjoy your stay.

## **SAFETY**

*“Think Twice; Work Safe.” More than a slogan, at Yosemite National Park we have made employee and volunteer safety our highest priority.*

A few years ago, Yosemite National Park had a very high rate of occupational accidents and injuries. At the time, we thought that this was unavoidable due to the range of dangerous activities that many of us perform during our daily duties in the park. Work involving chain saws, power and hand tools, aviation programs, vehicle use in icy or snowy conditions, encounters with large animals such as bears, rapidly changing adverse weather conditions— all present serious hazards to National Park Service employees and volunteers. However, we no longer accept that these hazards cannot be controlled and our stance is that all mishaps are preventable if we work together to address them as a team.

Safety is everyone’s job. Before you begin any task, please ask your supervisor for the Job Hazard Analysis (JHA) that should be completed for all tasks. Read the JHA and think about what and how you are doing that particular task. Be aware of the hazards and wear all protective equipment that is designed and prescribed for the task. Use the right tool for the job at hand and be aware of hazards that might arise as you do the task, thinking about how you will respond if an unsafe situation arises. Supervisors are responsible for providing a safe and healthful workplace for all employees and volunteers, as well as safe working equipment, procedures, and conditions. You, as a volunteer, are responsible for following safe practices. Specific safety training will be given to all employees and volunteers as part of our regularly scheduled safety training program and on an as-needed basis as well. To assist employees, volunteers and supervisors, Yosemite National Park has developed safety policies. These policies are available at each worksite in a binder called *Safety Management Guide*. This guide is a “living document” that continues to evolve as the park’s safety program evolves. Ask your supervisor for the location of this binder at your worksite. Park safety policies are also available electronically. To find these and more information about the Yosemite National Park Safety Program, please go to the web site on any park computer through the internet explorer icon, to [www.yose.nps.gov/yosenet](http://www.yose.nps.gov/yosenet) and look for Safety and Health under the Park Offices tab or Sharepoint. If you do not have access to this intranet site, please ask your supervisor for a copy of the parks safety policy.

Safety comes first at Yosemite. The Superintendent has empowered any park employee to stop a job if the employee believes a hazard has not been controlled. If, while performing your duties, you come upon what you believe to be an unsafe situation, you have the responsibility to stop all work and speak with your supervisor to correct the situation. This includes observation of other members of your work

crew that are acting in an unsafe manner. Employees and volunteers also have the right to file a “Report of Unsafe or Unhealthful Conditions,” or the SHARP reporting form” and may be filed anonymously. However, it is often helpful for quicker resolution of the unsafe condition if the Safety Manager/staff is able to elicit further information from the person filing the report, and if requested, the originator’s identity will be kept confidential. Finally, you should know that many excellent safety suggestions come from employees and your suggestion or observation can make a difference, so you are encouraged to contact your supervisor, your District Safety Action Team Representative or the Park Safety Manager/staff if you have suggestions that may improve working conditions, protect equipment and property, or protect yourself and fellow workers. You may reach the Park Safety Office by dialing, (209) 379-1209, 379-1064, 379-1072 or 379-1079.

### ***If You Experience a Mishap***

Always keep in mind that, while in the backcountry, advanced medical services can be miles away, so be aware of the location of nearest first aid kit and emergency medical service provider. If you are involved in a mishap or incident resulting in personal injury, occupational illness, or property damage, you must promptly report all the facts and circumstances to your immediate supervisor. An Accident/Incident Report (Yose-134) will be completed by your supervisor in all cases involving work injury or death, accidental injury or property damage involving the public, any fire, any accidental damage to departmental property, or student/volunteer accidents.

## **DNC DISCOUNT CARDS**

In cooperation with the National Park Service, the DNC Parks and Resorts at Yosemite, Inc., offers a privilege card which is valid only during your service as a volunteer to the NPS. Cards are not transferable and must be surrendered to your supervisor upon termination of your volunteer service.

### ***To be eligible for a DNC privilege card, you must:***

- Contribute a minimum of thirty (30) days of service per fiscal year (Oct 1 – Sept 30)
- Have completed and submitted a “Volunteer Services Agreement for Natural Resources Agencies” (Form 301A) to the Volunteer Program Office
- Have completed and submitted a “Request for Volunteer Information” form to the Volunteer Program Office

Once that is completed, you should receive your letter of eligibility from the volunteer office through your supervisor.

### ***Summary of Discounts Available for Cardholders***

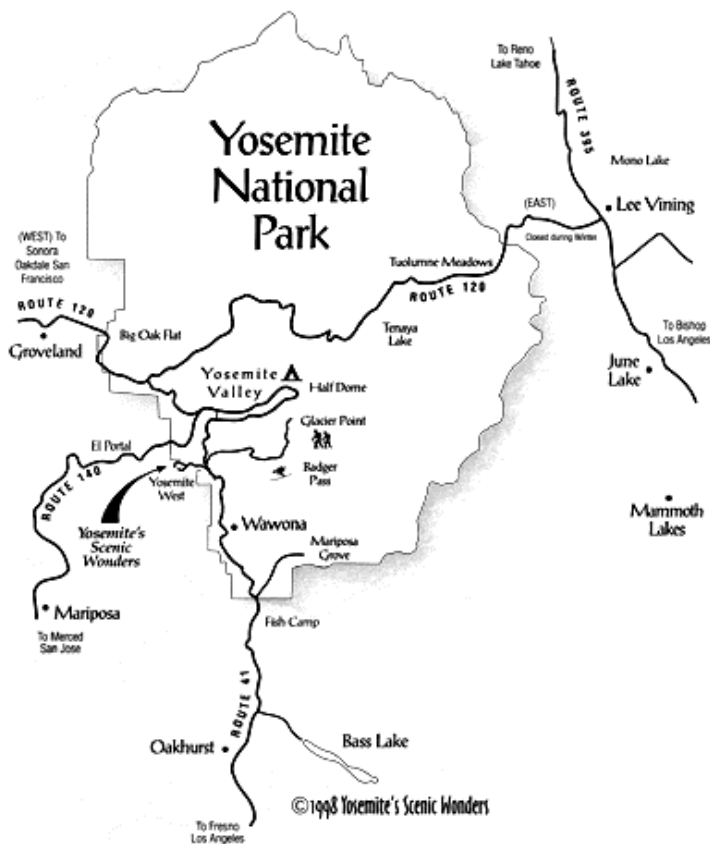
- 50% off at the Yosemite Lodge Food Court and Curry Village Buffet (for consumption by cardholder only)
- 10% discount at the grocery stores, gift and sports apparel shops operated by DNC. This includes stores in the Village, Wawona and Tuolumne too (no discount will be given on tobacco products or liquor).

- 50% discount on all YTS tours based on space available basis, excluding Moonlight Tours, which are not discounted
- Free swimming at Yosemite Lodge, Curry Village and Wawona pools
- 50% discount on bike rentals
- 50% discount on green fees at Wawona
- 50% discount on stables hourly and daily rides
- 50% discount on rafting rates and equipment rentals

**\*\*Discounts only available upon the presentation of your privilege card. Note that discounts are subject to change at the direction of the President of Yosemite Concession Services Corporation or his/her designee.**

## GETTING AROUND

Many volunteers arrive in the park with personal transportation, while others rely on public transportation to get themselves in and around the park. Please check with your volunteer supervisor to see whether or not a personal vehicle is required for your position. Since Yosemite is so large, many volunteers enjoy the freedom of having their own personal vehicle with them for the duration of their stay so that they may enjoy exploring remote locations of the park at their leisure. Others have luck meeting new friends and catching rides with volunteers or NPS employees on their days off. Whether you have a car with you or not, this section will give you an idea of how you can get around the park and the area using various modes of transportation.



### **Personal Vehicles**

If you have decided to bring your personal vehicle to the park, you will receive a vehicle pass, which will get you into Yosemite for free for the duration of your stay. Your supervisor will take you to the entrance station during your orientation so that you can get your car pass. Please be sure to have your license number and vehicle registration handy. Your car pass will consist of a small sticker that fits neatly on the inside driver-side corner of your windshield. Once you have your car pass, you are allowed to use the employee lane (if available) at Park entrances/exits. Please be sure to stop at the stop signs and wave at the Ranger at the gate. This allows them time to see your sticker and wave you through. Highway 140 and Highway 41 are normally open all year, except after major snowstorms, floods, or rockslides. Highway 140 is the least likely road to require tire chains. The Tioga Road (Hwy

120 from Crane Flat to Tioga Pass), Glacier Point, and Mariposa Grove Roads are CLOSED through winter, generally from Oct/Nov to May/June. ***All roads are subject to closure at any time. For road and weather information, call (209) 372-0200.***

## ***Bicycles***

Yosemite encourages people to bike or walk to work. You are more than welcome to bring your personal bike with you for the duration of your volunteer position. If you can't bring your bike, but are interested in borrowing one while you're here, there's a great non-profit called "Sustainable Action" that is a bike library in El Portal. You must put down a cash or check deposit and join the program and they'll loan you a bike. For more information, go to: <http://www.sustainableaction.org/>. The Volunteer Office also has a very limited supply of loaner bikes, some of which are owned by the Yosemite Climbing Association and others were given to the office by DNC. Please contact the volunteer office to see if there is a bike for you to borrow.

## ***YARTS***

The Yosemite Area Regional Transportation System (YARTS) serves communities in Mariposa, Merced, and Mono counties. Visit the YARTS website at [www.yarts.com](http://www.yarts.com) or call (877) 989-2787 between 7 a.m. – 6 p.m. Pacific Time. Volunteers should contact their supervisor to see if they will be reimbursed for a YARTS pass while volunteering. If that's the case, the volunteer will need to purchase their bus pass and then be reimbursed for their pass through the Volunteer Office. A photo copy of the original pass will be sufficient for a receipt.

## ***Yosemite Valley Shuttle***

Once inside the Valley, there is a free shuttle that services all of the popular locations, restaurants and trailheads in the Valley. We encourage you to park your car and ride the free shuttle! There are also backpacker shuttles to the various trailheads on Tioga Road leaving from Yosemite Valley. Check the latest version of *The Guide* for schedules and fares.

## ***Amtrak***

Call 800/872-7245 for information and reservations. San Francisco to/from Merced travel is by bus from the Trans-Bay Terminal in San Francisco to trainside in Oakland, and then by train from Oakland to Merced. Los Angeles to/from Fresno and Merced travel is from Los Angeles to Bakersfield by Amtrak buses, with pick up at various locations in the Los Angeles area, and then by train from Bakersfield to Fresno or Merced. For information on the NPS and Amtrak program Trails and Rails, check out the website: <http://www.nps.gov/findapark/trailsandrails.htm>

## ***Airports***

The closest airport to Yosemite Valley is the Fresno-Yosemite International Airport (approximately 2-2.5 hours from Yosemite Valley) and there is a small airport in Merced for your convenience as well. Modesto, Sacramento and the Bay Area airports are all within 3.5-4 hours from the park. NOTE: free

parking at the Modesto Airport. A cheaper alternative to airport parking is offered at local hotels in Fresno. Check with individual hotels regarding this service.

## **Gas Stations**

Due to the remote location of Yosemite, gas is usually a bit more expensive inside the park than in the outlying towns. It's always a good idea to have plenty of gas in your car when you enter the park since you might have a long drive between gas stations.

Yosemite Valley – Gas pumps are located near the search and rescue building (just north of the Administrative Building and cemetery). In order to pump gas there, you must get a pin number at the mechanic shop in the valley. Be sure to have a credit card (for payment) and some form of ID with you to show proof that you're an NPS volunteer. Gas is usually cheaper here than in other locations in the park.

Wawona – The gas station in Wawona is located near the market and hotel. It accepts credit cards and is a 24 hour self-serve station.

Tuolumne Meadows – Gas station is between the Visitor Center and the Market.

Crane Flat – This station is located at the junction of 140 and 120.

El Portal – 24 hour self-serve station is located near the market on 140 in El Portal. **CLOSED TEMPORARILY**

## **Valley Garage**

There is one mechanic shop in the park. It's operated by DNC and is located behind the Village Store. 209-372-8320

## **Road Closure Information**

Occasionally roads close in the park due to various reasons: fire, flood, rockfall and downed trees. For up-to-date road closure information, please call 209-372-0200. For road conditions outside the park, you can call Cal Trans at: 800-427-7623.

## **Winter Driving Tips and Chain Requirements**

- Winter road conditions may change suddenly. Wet asphalt may be slippery or icy, especially in shady spots and on bridges.
- Carry tire chains in your vehicle in winter, for they could become mandatory at any time. This includes chains for 4-wheel drive vehicles also.
- Obey posted speed limits. Slow down when road conditions warrant. Be alert to rocks on the road and wildlife crossings.
- Stay on your side of the road, especially on tight curves.
- Be courteous. Pull into turnouts to allow vehicles to pass.

- Gear down when roads are steep and slippery. Pump your brakes to stop (unless you have anti-lock brakes). Avoid excessive slowing on curves or your vehicle may slide.
- Anticipate snowplows, as they may be working just around the next curve. Wait for a signal from the plow driver before passing.
- Melting water from roadside snow banks often freezes on road curves during early evening hours, creating treacherous “black ice.” This can occur when the weather appears dry and fair.

### Chain Requirements

<b>R1</b>	Snow tires okay. All 2-wheel and 4-wheel drive vehicles must use chains unless the vehicle has snow tires on the drive axle. Snow tires must have a manufacturer’s M&S designation on the tire, indicating they are mud and snow tires. Upon entering an activated chain control area, state law requires all vehicles to carry chains.
<b>R2</b>	4-wheel drive with snow tires excepted. All 2-wheel drive vehicles must use chains, even if equipped with M&S rated tires. Only 4-wheel drive vehicles with designated M&S snow tires on all drive axles are excepted. These excepted vehicles must carry chains when entering a chain control area.
<b>R3</b>	No exceptions, all vehicles must use chains. Local residents – please note: 4-wheel drive vehicles must carry chains while in R1, R2, and R3. The speed limit when chain control is in effect is 25 mph

## MAIL

There is no home delivery of mail in Yosemite National Park (except Hodgdon Meadow) or in the administrative site of El Portal. Mailboxes are available for rent at the main post office in Yosemite Valley as well as substations located at Yosemite Lodge and Wawona. Furthermore, there are full service post offices in El Portal, Oakhurst, Mariposa, and other outlying communities. During the summer, limited mail service is available at Tuolumne Meadows. To request a post office box, apply in person or by writing in advance to the Postmaster.

United Parcel Service and Federal Express are available daily in most areas of the park and in outlying communities. Remember that you must have a physical address to send these types of packages to. Check with your supervisor to find out what address you should use.

For general delivery, the addresses are:

Your Name  
c/o General Delivery  
(whichever post office it’s going to, Curry Village, Yosemite Lodge etc.)  
Yosemite, CA 95389

Your Name  
c/o General Delivery  
Wawona, CA 95389  
\*Post office is located inside the Market

Your Name

c/o General Delivery

El Portal, CA 95318

**\*\***Located on Foresta Road in Old El Portal (next to the Community Hall)

## **LOCATIONS OF VARIOUS BUILDINGS AND SERVICES**

### ***Volunteer Office***

The Volunteer Office is located in Old El Portal on Highway 140 at “the old market site” in the new white double-wide trailer with green trim. Once inside the trailer, the office is straight ahead. Here you’ll find Heather Boothe and Bobbie Visnovske. Heather is the Volunteer Program Manager and handles the group volunteers in the park while Bobbie is the liaison for the individual volunteers. Both are more than happy to assist you with anything that you might need while volunteering in the park... volunteer forms, uniforms, information or welcome packets. Feel free to drop by or call 209-379-1850 anytime during your time in Yosemite!

The Resources Management and Science Volunteer Office is located on the first floor of the Resources Building in El Portal. Once inside, take a right and the office is the first on the right. Lindsey Prell is the Volunteer Coordinator for Resources Management and Science and can be reached at 209-379-1308.

### ***Medical Clinic***

In case of an emergency, dial 911. Yosemite Medical Clinic is a full-service outpatient medical clinic. Services include: x-rays, physical therapy, prescription services and over the counter medicines. The Medical Clinic is located on Ahwahnee Road, near Yosemite Village and is operating Monday – Friday between 9am - 5pm. 209-327-4637.

Major hospitals and specialists are found within a 2-hour drive of the park. Mariposa, Oakhurst and Mammoth Lakes have medical clinics and some specialties. Sonora is fully established with a full range of medical services.

### ***Dental Clinic***

The Yosemite Dental Office is located in the same building as the Medical Clinic. They accept the following types of insurance: Blue Shield, Delta Dental, Proviview, and GEHA. Services they provide include: cleanings, x-rays, fillings, bridges, crowns, and dentures. They do not do surgery or root canals, but they will refer those. If you would like to have your teeth cleaned but do not have any insurance, it will cost you \$95.00. 209-372-4200.

### ***Showers***

There are showers located in Curry Village at the tent cabins (free with a DNC volunteer discount card OR available for a small fee without your card), at the Yosemite Lodge Swimming Pool (free with

DNC discount card) at the Valley Wellness Center (must have DNC card for entrance) and in the El Portal Warehouse (free, but open only during business hours, Monday-Friday) in the restrooms nearest the big break room and in the restrooms directly below the big break room. In Tuolumne, the showers are located at Bug Camp in the restroom/shower/laundry facility. In Wawona, showers are located at the end of the firehouse. You can access this building with a BF6 key or ask your supervisor for assistance.

## ***Internet***

Wi-Fi is available at the Yosemite Lodge for a small fee and Curry Village for free with spotty service in the valley. You may also use computers at the Wellness Center (if you have a DNC discount card) and at the libraries. There is also wireless access at the Yosemite Bug (located on 140 approximately 30 minutes from El Portal).

To set up internet service in your unit, call AT&T for DSL: 800-310-2355 or call NetZero for dial-up at: 800-net-zero.

## ***Cell Phone Coverage***

Cell phone coverage in Yosemite is spotty. Verizon seems to work the best in the most locations around the park. You'll have Verizon and Sprint service in El Portal, (from Arch Rock Entrance Station to just east of the NPS Warehouse) in parts of Yosemite Valley, at Glacier Point and in other locations on the rim of the valley. Verizon users will have service at Crane Flat and in Tuolumne Meadows and Big Oak Flat Entrance Station. There is very spotty cell coverage in Wawona as well. Again, cell coverage depends on your phone, the cloud cover and other seemingly mysterious factors and cannot always be counted on. AT&T users have the best luck getting service in Yosemite Valley with poor coverage in other locations around the park.

## ***Groceries***

As a general rule, you can bet that groceries in Yosemite are more expensive than in some of the larger stores in the outlying communities. For this reason, many volunteers choose to do their shopping prior to coming to the park. For your convenience, however, grocery stores are located throughout the park.

### *Yosemite Valley:*

The largest grocery store in the park with the most variety is called the "Village Store" and it is located east of the Visitor Center and Degnan's Deli. There are also smaller stores located in Curry Village and at the Yosemite Lodge for snacks and other basics. Remember to bring your DNC discount card for 10% off!

### *El Portal:*

The El Portal market is a small grocery store that has just about everything you need while staying in the park from groceries to a small amount of household goods. They also offer deli sandwiches, seasonal soups, coffee and donuts in the morning as well as DVD rentals. This market is not run by DNC, so they do not give a discount to

volunteers. There's also a small area for lounging inside and enjoying a cup of coffee on the couch near the fireplace or at tables and chairs inside or just outside the store.

*Tuolumne Meadows:*

There is a market in Tuolumne Meadows just east of the gas station. Don't forget your DNC discount card for 10% off!

*Wawona:*

The Wawona Market is located behind the gas station (just north of the Wawona Hotel). This market is run by DNC, so your discount card works here as well. There is also the smaller family-owned Pine Tree Market located in the housing area in Wawona on Chilnualna Road. There is no discount given at this market.

*Crane Flat:*

The gas station at Crane Flat also has a small amount of groceries and supplies. This is also operated by DNC.

*Outlying Communities:*

There are large supermarkets in Oakhurst. Each has a pharmacy, bakery and florist. Mariposa has two grocery stores and several mini-markets. Fresno, Merced, and Modesto are major cities and have a variety of conveniences.

## **Propane**

Propane can be purchased at the following locations:

- Yosemite Valley garage
- El Portal gas station **CLOSED TEMPORARLY**
- Crane Flat gas station
- Tuolumne Meadows gas station
- Wawona gas station

## **Wellness Centers**

We encourage employees to utilize the wellness centers in the park. They are available for free use, though there is a small fee for group fitness classes.

*Yosemite Valley Wellness Center:*

This amenity is available for use by Volunteers with a DNC card (serving 30 days or more). It is located on the road to Curry Village at the new DNC housing area (just east of LeConte Memorial Lodge). There you'll find a changing room, showers, cardio equipment (stairs, elliptical, treadmills and bikes) as well as weights and other conditioning equipment. There is also a group fitness room which is used for class (check the front desk for a schedule) and you can also use it to do an exercise video or personal practice. Yoga mats and light weights are available for use, (along with a TV, VCR and DVD player and a selection of work out videos). There is also a DVD rental area. You may rent DVDs for free (for two nights at a time) at the front desk.

### *El Portal Fitness Center:*

There is a fitness center (open 24 hours) located inside the NPS warehouse and is accessible via a door in the back near the fire cache. Volunteers serving 30 days or more may use the fitness center. Talk to your supervisor if you would like to use this amenity. There are forms you'll need to fill out before you receive the pass to get in. This may take up to a week. The fitness center has cardio equipment, weights, exercise mats and TVs for watching DVDs.

## **Swimming Pools**

If you have a DNC discount card, you may swim for free at the Wawona pool and the pools at the Yosemite Lodge and Curry Village in the Valley. If you do not have a discount card, you can pay to use the pool at the Lodge. There is also a public pool in El Portal located near the school. Pool hours are seasonal and vary. Many people swim in the various swimming holes along the rivers in the park during the summer. Ask people who've been here for a summer and they can fill you in on the best spots. Keep in mind that the river can be unpredictable, so please be careful.

## **Laundry**

Laundry facilities are located throughout the park. Some of them have coin operated laundry detergent available while others require that you bring your own. All machines are coin operated and washers are \$1.00 per load while dryers are \$0.50-\$1.00/ per load. Keep in mind that some of the dryers are a little older and may require more than one round to get your clothes completely dry. There are also clothes lines available at most of the housing areas in the park. Clothes dry quickly on a hot summer day!

### *Yosemite Valley*

Girls Club (in the back of the library), Housekeeping, Rangers Club (if you happen to live there) and at Camp 1. If you don't know where these places are, ask your supervisor or a coworker.

### *El Portal*

Motor Inn Cabin #15, Trailer Court Laundry hut and in the basement of each apartment building on Barium Mine Road.

### *Wawona*

Firehouse, and in the basement of the Redwoods Rental Cabin Store on River Road

### *Tuolumne Meadows*

There is a shower/bathroom/laundry facility available at Bug Camp

### *Big Oak Flat*

Located next to the Buildings and Grounds facility

## **Libraries**

### *Yosemite Valley*

There are three libraries located in the Valley: the Public Library, the NPS Research Library, and the DNC Parks & Resorts at Yosemite Professional Development Library. The Public Library, located in the Girl's Club, is open four days a week: 209-372-4552. Access to computer and Internet training and support is available at the Public Library. The NPS Research Library is located on the second floor of the Valley District Building, next to the Visitor Center: 209-372-0280. A \$25.00 refundable deposit is required to check out books. The DNC Parks & Resorts at Yosemite Professional Development Library is located in the Training and Development Department (located in the DNC Admin building next to the Village Store parking lot) and is open 8 a.m. to noon and 1 p.m. to 5 p.m., Monday through Friday.

#### *El Portal*

The library in El Portal is located between the school and the swimming pool on the school grounds, (on Rancheria Flat Road). Hours vary from season to season. Check with your supervisor or call the library for hours: 209-379-2401.

#### *Wawona*

The Bassett Memorial Library is located on Chilnualna Road. Hours vary from season to season. Check with your supervisor or call the library for hours: 209-375-6510

*Mariposa County Libraries are on the web at: [www.mariposalibrary.org](http://www.mariposalibrary.org)*

### **Religious Services**

A variety of religious services are held in Yosemite Valley at the Yosemite Chapel and at other locations in and near the Park. Consult the *Yosemite Guide* for details.

### **Bank/ATM**

The Yosemite Credit Union is located in the Post Office Building in Yosemite Valley. Telephone number is 209-372-4750. There is an ATM located just outside the Art Center in Yosemite Valley (near the Village Store) and at the Yosemite Lodge, the Ahwahnee, the Village Store and at Curry Village. There is an ATM located inside the Cedar Lodge in El Portal as well. If you are a volunteer who gets reimbursements via checks written by the Volunteer Office, you may have your checks cashed at the Cashiers Desk, which is located inside the same building as the Art Center in the Valley, (in front of the Village Store). They charge \$5.00 per check cashed. Their hours of operation are: Monday-Thursday 8am-2pm, Friday 8-4, Saturday 8-2 and Sunday 8-12.

### **Fishing Licenses**

Fishing licenses are available year-round at the Village Sports Shop, the Wawona Store, and the El Portal Market and seasonally at the Tuolumne Meadows Store. Anyone 16 years or older must have a valid license. One adult accompanying a child under 16 years of age needs a license even though the adult may not be fishing. A license must be visibly displayed on clothing above the waistline. New fishing regulations reflecting Yosemite's management goals of preserving and restoring native fishes and their habitats have been introduced. These special regulations pertain to the Merced River in Yosemite Valley, from the Happy Isles footbridge to the Pohono Bridge, and downstream to the

Foresta Bridge in El Portal. In these reaches of the river it is catch-and-release only for native rainbow trout and no bait fishing. Only artificial lures or flies with barbless hooks may be used. Brown trout limits are set at 5 fish per day, 10 in possession, and it is the responsibility of the angler to be able to identify fish species. Check out all regulations before beginning to fish. The fine is substantial for not knowing the law.

## **Recycling Stations**

Yosemite National Park and Delaware North Companies are dedicated to the recycling program and urge all employees to participate. Your assistance and cooperation with this commitment will benefit the Park and the planet. Plastic, certain metal products, and glass may be deposited in the bright green containers, which are located throughout the Park, in offices and in the housing areas. Cardboard recycle boxes to be used for office paper can be found in each park office. Yosemite recently acquired a crusher for propane bottle recycling. There are bins throughout the Park to collect used propane bottles. Please help spread the word that propane bottles should be discarded in the bins dedicated to this specific purpose.

DNC pays for cans and bottles which have California redemption value and these items may be taken to the recycling center by the Village Store in the Valley. All types of paper can be recycled if taken to the back of the DNC warehouse. If possible, white office-type paper and mixed colored paper should be kept separate. Cardboard is also accepted at the same location; it is best if it is broken down. If there are questions, call the DNC switchboard at (209) 372-1000.

***Note: For locations of other park amenities not mentioned here, refer to the latest edition of the Yosemite Guide, which can be obtained at any of the entrance stations in the park, or at the visitor center.***

## **DAY OFF OPTIONS**

We encourage volunteers in Yosemite to enjoy all of the events and activities that this park has to offer. As previously mentioned, you should pick up a copy of the latest Yosemite Guide which will point you in the direction of all of the park events and activities that are open and available to the public, (Free Art Classes in the valley, Yosemite Conservancy events, guided walks etc). Yosemite is home to thousands of employees, so there is a great sense of community in the park... we hope that as a long-term volunteer, you feel that you are a part of this community as well. This section will give you some ideas of what you can do on your days off that aren't mentioned in the guide. This is your "behind the scenes" look at what activities are going on in the communities in the park.

### **Sal's Taco Night**

Within your first few days in the park, you will probably hear all about Sal's Taco Night from your coworkers. This event takes place every-other Thursday night in El Portal, (usually from 5:30-9 or 10). A taco truck from Mariposa braves the road between Mariposa and El Portal and parks at the Community Hall in Old El Portal, (located next to the Post Office on Foresta Road). They sell burritos, tacos and everything else that you can imagine a taco truck selling. At the same time, the Yosemite Employee Association (YEA) sells beverages. This is a great opportunity to get out and meet fellow volunteers, employees and community members.

## ***Yosemite Employee Association (YEA) and Community Hall Events***

At Sal's Taco Night, you can join the Yosemite Employee Association for \$10. YEA holds numerous events throughout the year at the Clark Community Hall in El Portal and at other locations in and around the park. The most notable events held at the Community Hall include the Spring Fling (held in late April) and Oktoberfest (held in late September); and the Winter Formal at the Cedar Lodge in El Portal (held in mid-December). These events provide a great time to get out and mingle with other community members in the park.

## ***DNC Wellness Center Activities***

The wellness center offers a lot of great activities throughout the year and put out monthly calendars detailing events. Some of their activities include: group fitness classes, shuttles to the Mobil at Lee Vining, Sal's Taco Night and other community activities in and around the park. They also do grocery shopping trips to outlying communities and other road-trips. Most of their events/activities and shuttles are free but check with the front desk staff to be sure.

## ***Mobile at Lee Vining***

Like no other gas station around... the Tioga Gas Mart features live music every week during the summer and serves up what some consider to be the best food in the Sierra Nevada. Located at the intersection of 395 and 120 in Lee Vining, you can expect it to take about 2-2:30 hours of drive time from Yosemite Valley. During the summers on Thursdays and Sunday evenings, the Tioga Gas Mart hosts local (and some touring national) bands to play for free on the lawn. It's a great time to come out, eat some great fish tacos and enjoy the music. The DNC Wellness Center occasionally offers a free shuttle to the event OR you can ride the YARTS (check their schedule for times, prices and pick-up locations). For more information on the Mobile, check out their website:

<http://www.whoanelliedeli.com/>

## ***Group Yoga in El Portal***

The local non-profit, Balanced Rock Foundation ([www.balancedrock.org](http://www.balancedrock.org)) offers yoga classes twice a week for the community. Classes are held in the All Purpose Room at the Elementary School in El Portal (on Rancheria Rd). On Mondays, classes run from 5:45-7:00pm and on Wednesdays, they run from 6:00-7:15pm. They are by donation, though the requested donation is \$5.00 per class, (or more, if you can afford it). The money goes to support scholarships to their programs. Mats are provided for use during the class and no experience is necessary! Be sure to let the instructor know if you are new to class so that you can sign a liability waiver form.

## ***Volunteering with another Division or Branch***

Are you interested in career development and exploring other opportunities in the Park Service? Yosemite is home to a large volunteer and intern program with opportunities in all Park Divisions.

Contact the Volunteer Office or your Divisional Volunteer Coordinator to discuss options for volunteering in another program within the Park during one or more of your days off.

### ***Other places to find local events and activities...***

Check the bulletin boards at the El Portal Post Office, the El Portal Community Center and the El Portal Market for fliers about local events and advertisements. In the valley, the place to check out local events is the DNC Wellness Center bulletin board, or stop inside to grab their monthly calendar. You can also find activities posted in the Daily Report, which is available via NPS email, the internet or the intranet. Or, ask a local who's been around for a while!

## **YOSEMITE NATIONAL PARK ON THE WEB**

Yosemite National Park has quite the web-presence... from Facebook and twitter, to government, concessionaire and park partner websites!

Yosemite National Park's official website: <http://www.nps.gov/yose/index.htm>

Yosemite National Park's official Facebook page: <https://www.facebook.com/#!/YosemiteNPS>

Yosemite National Park's official Twitter page: <http://mobile.twitter.com/yosemitenps>

NPS Volunteer's official website: <http://www.nps.gov/getinvolved/volunteer.htm>

NPS Volunteer's official Facebook page: <https://www.facebook.com/npsvolunteers>

Yosemite Conservancy's website: <http://www.yosemiteconservancy.org/>

Yosemite Conservancy's Facebook page: <https://www.facebook.com/yosemiteconservancy>

DNC's Yosemite website: <http://www.yosemitepark.com/>

DNC's Yosemite Facebook page: <https://www.facebook.com/YosemitePark>

Nature Bridge Yosemite: <http://www.naturebridge.org/yosemite>

Yosemite Climbing Association: [www.yosemiteclimbing.org](http://www.yosemiteclimbing.org)

## **IMPORTANT PHONE NUMBERS**

### ***Park Service Phone Numbers (area code 209)***

Emergencies	911		
Park Dispatch	379-1992	Housing Office	379-1879
Volunteer Office (Main)	379-1850	Warehouse	379-1019
Volunteer Office (RMS)	379-1308	Human Resources	379-1878
Emergency Hotline*	379-1186	Bear Hotline	372-0476
*For info during emergencies in the park		Public Information Office	372-0356
I.T Help Desk	379-1123		
Road Conditions	372-0200		
Campground availability	372-0266		
<b><u>Buildings and Grounds</u></b>			
El Portal B&G	379-1076	Mather B&G	379-1931
Valley B&G	372-0545	Wawona B&G	375-9508

## ***Community Listings (area code 209)***

Ansel Adams Gallery	372-4413	U.S. Geological Survey	379-1306
Campground Reservations	800-436-7275	U.S. Magistrate	372-0320
Credit Union	372-4750	U.S. Post Office (El Portal)	379-2311
Day Care - El Portal	379-2860	U.S. Post Office (Yosemite-Main)	372-4475
Day Care - Yosemite	372-4819	Valley Visitor Center	372-0299
Degnan's Deli	372-8454	Wawona School	375-6383
El Portal Elementary School	379-2382	YARTS	877-98-YARTS
El Portal High School	379-2414	Yosemite Dental Clinic	372-4200
Interdenominational Chapel	372-4831	Yosemite Elementary School	372-4791
Library (Public)	372-4552	Yosemite Haircare	372-1206
Lost and Found (NPS)	379-1001	Yosemite Medical Clinic	372-4637
Lost and Found (DNC)	372-4357	Yosemite Park High School	372-2414
El Portal Library	379-2401	<b>Park Partners</b>	
Mariposa County High School	742-0260	Delaware North Co. (DNC)	372-1000
Mariposa County Library	966-2140	Yosemite Conservancy	379-2376
Public Information Office	372-0356/0269	Yosemite Institute	379-9511
Road Conditions (CAL-TRANS)	800-427-7623		

## **WHAT TO DO IN THE CASE OF AN EMERGENCY**

Remain calm. Call 911. If you are out of cell range or do not have access to a telephone, find someone who can call for you or do your best to find help. Follow basic first-aid procedures in the meantime and if you have not been trained in first aid and CPR, talk to your supervisor to see if you can get trained while you're volunteering in the park. As a volunteer, you will be asked to provide information pertaining whom to contact in the case of an emergency. If you wish to change or update this information, please let your supervisor know and contact the volunteer office as well so that they may update their records.

### **NOTES:**

# El Portal

